

**BALTIMORE COUNTY PUBLIC SCHOOLS  
OVERNIGHT FIELD TRIP PROPOSAL AND SUMMARY SHEET**

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*This form must be submitted to the school principal 60 days prior to scheduled departure.*

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1. School Name: \_\_\_\_\_
2. Sponsoring Teacher (s): \_\_\_\_\_
3. Section or Grade/Student Group: \_\_\_\_\_ <attach list of all student participants>
4. Trip Destination: \_\_\_\_\_
5. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_
6. Time of Departure: \_\_\_\_\_ Time of Return to School: \_\_\_\_\_
7. Type:        In-State
8. Names and cellular numbers of all accompanying teachers:
  1. \_\_\_\_\_ Cell \_\_\_\_\_
  2. \_\_\_\_\_ Cell \_\_\_\_\_
  3. \_\_\_\_\_ Cell \_\_\_\_\_
  4. \_\_\_\_\_ Cell \_\_\_\_\_
  5. \_\_\_\_\_ Cell \_\_\_\_\_
  6. \_\_\_\_\_ Cell \_\_\_\_\_
9. Transportation:
  1. Bus
    - a. County School Bus:        Yes        No
    - b. Name of BCPS-Approved Contractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_
  2. Air
    - a. Name of Board-approved Travel Agent: \_\_\_\_\_
    - b. Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_
  3. Other – Please specify: \_\_\_\_\_



## OVERNIGHT FIELD TRIP SUMMARY SHEET

### A. Summary

1. Number of students: \_\_\_\_\_
2. Number of student school days involved: \_\_\_\_\_ Dates: \_\_\_\_\_
3. Number of nights lodging: \_\_\_\_\_ Dates: \_\_\_\_\_
4. Number of accompanying teachers: \_\_\_\_\_
5. Number of chaperones needed: \_\_\_\_\_ (Male \_\_\_\_\_ Female \_\_\_\_\_)
6. Cost for Lodging: \$ \_\_\_\_\_
7. Cost for transportation: \$ \_\_\_\_\_
8. Cost for Meals: \$ \_\_\_\_\_
9. Cost for each scheduled activity <list each separately>:
  - a. Activity: \_\_\_\_\_, Cost: \$ \_\_\_\_\_
  - b. Activity: \_\_\_\_\_, Cost: \$ \_\_\_\_\_
  - c. Activity: \_\_\_\_\_, Cost: \$ \_\_\_\_\_
10. Estimated cost per student: \$ \_\_\_\_\_
11. Total cost of trip: \$ \_\_\_\_\_

### B. Source of Funds

1. Baltimore County Public Schools Instructional Budget
2. School Activity Funds
3. Other: \_\_\_\_\_
4. Fundraising Activities <Describe any fundraising activities which will be planned to underwrite trip expenses and attach to this form.>

### C. Student Participation

Explain provisions that have been made to ensure that eligible students are not excluded from the trip because of inability to pay and/or disability?



2. What provisions have been made for students not participating in the trip?

**G. Supervision**

a. For the places to be visited, check all that apply:

Handicapped accessible

Identification requirements

Other: \_\_\_\_\_

b. Nighttime Procedures

Explain provisions that have been made for supervision of students at night and while lodging.

c. Describe supervision plans to ensure maximum safety for students.

**H. Additional Information or Comments**

List any additional information that you believe will assist in the approval of this trip:

**I. Required Attachments**

Itinerary for each day of trip

Approved Request for Risk Management Review Form

List of participating students

List of fundraising activities

Trip cancellation/refund policy

A copy of each contract, lease or agreement required for the trip and/or for participation in the trip